

## **Position Announcement – February 7, 2018**

**Position Title:** Vice President of Development

**Reports to:** President

**Supervises:** Senior Foundation Relations Officer, Major Gifts & Individual Giving Manager, Event & Corporate Relations Manager, Development Associate, and Development VISTAs

**Location of Job:** Chicago, Illinois

**Organizational Overview:** The Sargent Shriver National Center on Poverty Law (Shriver Center) provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, health care justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

**Position Overview:** The Sargent Shriver National Center on Poverty Law is seeking a dynamic, experienced Vice President of Development to lead a results-oriented development team and serve as part of the Senior Management Team, contributing to the strategic leadership of the organization.

Our next Vice President of Development will advance our organizational growth by passionately and strategically connecting people and resources to our mission and impact. Following a 50th anniversary celebration that yielded unprecedented giving across our donor base, including the culmination of a multi-year campaign to establish and fortify our major donor program, the Vice President of Development will implement and expand upon a comprehensive resource development plan to reach and grow a \$7,500,000 annual budget. The Vice President of Development will provide oversight of foundation, event, and individual giving activities, with a specific focus on directly securing major gifts and planned gifts, while also leading efforts to develop a more structured corporate giving program and work to help expand pro-bono partnerships.

The successful candidate, in partnership with the President, will expand and diversify the Shriver Center's donor base and donor pipeline by developing and maintaining effective relationships with potential and current individual donors, foundation staff, corporate giving officers, pro bono managers, and others as appropriate to provide lasting support for Shriver Center programs and initiatives. In addition, the Vice President of Development will work closely with the Board of Directors, the Professionals' Counsel, senior advisors, staff, and volunteers and support these important partners as they serve as champions, ambassadors, and fundraisers.

### **Responsibilities:**

#### *Strategy*

- Oversees the creation, implementation, and management of development strategies to meet identified goals in each fundraising area and generate sufficient revenue to fund the Shriver Center's annual budget;
- Works closely with the President, Board of Directors, Senior Management Team, and other staff to lead the development and implementation of an annual resource development plan, provide a vision for integrated long-term annual fundraising objectives, and equip the President and other fundraising participants with the tools needed for successful engagement;



### *Relationship Building*

- Supervises prospect research and develops relationships with prospective individuals, corporations, law firms, and foundation donors that lead to direct solicitations;
- Creates and oversees implementation of portfolios for major donor stewardship, cultivation, and solicitation, including a personal portfolio;
- Provides leadership on the creation of a corporate giving program by creating and overseeing implementation of portfolios for corporate stewardship cultivation and solicitation;
- Coordinates with the Vice President of Advocacy and the Vice President of Advocate Resources & Training to identify opportunities for pro bono support and partnerships with corporations and law firms for our advocacy and legal training programs;

### *Events & Experiences*

- Oversees the planning, implementation, and follow-up of all fundraising events, including a major annual benefit targeting \$850K+;
- Works with the Vice President of Communications to create development-related public relations and marketing materials (such as the annual report, brochures, newsletters, etc.) that work in coordination with overall organizational branding and marketing efforts;
- Works with the Board of Directors and President to develop and promote various public affairs programs and donor cultivation events;

### *Department Leadership & Supervision*

- Staffs the Board Development Committee and provides guidance and support to the Professionals' Council, Leadership Council, and Emeritus Council;
- Supervises and motivates development staff and VISTAs; delegates appropriately and ensures strong internal communication and coordination; evaluates performance and provides opportunities for professional growth; provides oversight to outside consultants and volunteers as needed;
- Provides oversight to ensure the accuracy, integrity, and confidentiality of supporter/prospect data;
- Prepares annual development budgets and income projections; regularly reviews fundraising revenue and expenses; tracks progress to goals; prepares reports and presentations for the COO, President and Board of Directors;
- Participates at a senior management level in designing and implementing the organization's overall objectives, strategic plan, and annual budget;
- Completes administrative responsibilities of the position in a timely manner including approving departmental expense reports and leave time, submitting credit card receipts, timekeeping and other reporting requirements as required; and
- Executes special projects and other assignments as required.

### **Requirements:**

- 7+ years of successful leadership and managerial experience in a senior fundraising position with demonstrated ability to lead effective donor-centric fundraising efforts that meet or exceed fundraising goals, including major gift campaigns, events, foundation-related strategies, and annual fund growth;
- Demonstrated commitment to social justice and advancing racial equity; experience working and managing across lines of differences and working with and in economically and racially diverse communities preferred;
- Bachelor's degree required; J.D. or experience working in a legal advocacy organization helpful but not required;



- Self-direction and self-motivation, creative in problem solving, and the ability to work collaboratively and independently;
- The ability to motivate, manage, and develop senior, mid-level, and junior staff and hold them accountable;
- Demonstrated success in meeting and achieving fundraising goals, including experience successfully closing individual gifts of \$50,000+;
- Demonstrated success managing development related public relations for non-profit organizations;
- Experience with instituting and synthesizing key performance indicators for donor data to provide actionable information to team, senior leadership, and Board.;
- Strong competency in utilizing fundraising software technology and web-based media;
- Excellent written and verbal communication skills, including public speaking and presentation skills;
- Demonstrated ability to manage projects on time and on budget;
- Demonstrated ability to influence diverse people to meet goals and deadlines, as well as to build and manage teams and work collaboratively with senior leadership, Board members, consultants, colleagues and volunteers;
- Demonstrated ability to develop and maintain successful interpersonal relationships with donors and constituents; and
- Ability to travel within the US (approximately 20% of the time) to meet donors and host fundraising events.

**Salary/Benefits:** This full-time exempt position offers a competitive annual salary and a comprehensive benefits package.

**Opening/Closing Date:** Open immediately; closed when filled.

**Applications:** Send resume and cover letter to John Bouman at [hr@povertylaw.org](mailto:hr@povertylaw.org). Please send materials as a single and searchable PDF attachment.

Visit [www.povertylaw.org](http://www.povertylaw.org) for more information about the Shriver Center.

